

Massachusetts Department of Public Health (MDPH)  
Massachusetts Immunization Program (MIP)

**General Instructions for Completing the New *Vaccine Order Form*, and  
*Vaccine Usage Report* Forms**

- Do not photocopy any of the forms. Originals can be printed directly from the MDPH web site at <http://www.mass.gov/dph/cdc/epii/imm/imm.htm#management>, or obtained in bulk quantities at your MDPH Regional Office or vaccine distributor.
- Do not fold, staple, or tape the forms.
- Do not use a felt tip marker. Pencil or pen is acceptable.
- Print carefully and avoid contact with the edge of each box.

***Vaccine Order Form***

- Complete and submit with every vaccine order.
- Ensure your PIN is recorded on the order form.
- Conduct a physical inventory prior to ordering and record on the order form.
- Record total doses of vaccine administered from *Vaccine Usage Report*.
- Completed original version of the *Vaccine Order Form* (no photocopy) must be brought to your vaccine distributor when picking up vaccines.

***Vaccine Usage Report***

- Record the total doses of vaccine administered by vaccine type and age group since you last reported.
- Report all doses lost and expired.
- Submit original form to your vaccine distributor when picking up vaccine.

Do not submit copies of your *Vaccine Usage – Worksheet* with your vaccine order. This document is a tool to collect usage data for aggregate reporting.